

Timesheet Completion Sample Guidance

Information:

Should you attend a spoke placement, please record your hours in this timesheet. Select **P(Practice)** as the day type and add a note to the week including the day(s) you were on the spoke placement.

Day Type:

P (Practice), PRA (Practice Related Activity), NS (Night Shift), AA (Authorised Absence), UA (Unauthorised Absence).

All hours completed on placement are to be recorded as **P (Practice)**.

It is important to click in the hours field and ensure that the total **Hours** completed for each day are appearing correctly.

Theory / independent study days do not count as part of your overall practice hours, so these are to be left blank. You may also wish to make a note of these using the Add/Edit Note function.

All **spoke placements** are to be recorded as **P (Practice)** and the **Add/Edit Note** function is to be used to confirm what this day is.

**** All weeks inputted must have days entered. Blank weeks will prevent your mentor from being able to sign off your timesheet.**

****All weeks inputted must be practice weeks. Please do not input theory weeks / reading weeks / independent study weeks / annual leave weeks.**

****If you are absent from practice, please ensure you select AA or UA for the relevant day(s).**

1

Week Commencing: 08/01/2018

Day Type: PRA, P, P

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start	9:00			8:00	8:00		
End	17:00			16:00	16:00		
Hours	7.30			7.30	7.30		

Mentor Signature: Unsigned

Date Signed: Unsigned

Note: Monday 8th January = Introduction to Nursing Practice (INP) day.

Add/Edit Note

2

Week Commencing: 15/01/2018

Day Type: P, P

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start				8:00	8:00		
End				16:00	16:00		
Hours				7.30	7.30		

Mentor Signature: Unsigned

Date Signed: Unsigned

Note: Thursday 18th January = Spoke placement with PARE Unit.

Add/Edit Note

+ Add Week

✕ Discard

Save

NB: The hours recorded in the example above are for guidance only and may not reflect the actual hours that you may be allocated on your placement shifts.

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Should you attend a spoke placement, please record your hours in this timesheet. Select **P(Practice)** as the day type and add a note to the week including the day(s) you were on the spoke placement.

Day Type:

P (Practice), PRA (Practice Related Activity), NS (Night Shift), AA (Authorised Absence), UA (Unauthorised Absence).

1

Week
Commencing: 08/01/2018

Total
Hours: 22H 30M

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Day Type	PRA			P	P		
Start	9:00			8:00	8:00		
End	17:00			16:00	16:00		
Hours	7.30			7.30	7.30		

Note: Monday 8th January = Introduction to Nursing Practice (INP) day.

Mentor Signature: Unsigned

Date Signed: Unsigned

Add/Edit Note

Please Refer to the **PRA / MRA guidance** available via Blackboard. Wherever **PRA** is inputted into your timesheet, the **Add / Edit Note** function is to be used to confirm what this PRA relates to.

Each week **must be signed by the mentor** in order for all hours inputted into your timesheet to be included in your **Total hours** calculation.

2

Week
Commencing: 15/01/2018

Total
Hours: 15H

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Day Type				P	P		
Start				8:00	8:00		
End				16:00	16:00		
Hours				7.30	7.30		

Note: Thursday 18th January = Spoke placement with PARE Unit.

Mentor Signature: Unsigned

Date Signed: Unsigned

Add/Edit Note

**** All weeks inputted must have days entered. Blank weeks will prevent your mentor from being able to sign off your timesheet.**

****All weeks inputted must be practice weeks. Please do not input theory weeks / reading weeks / independent study weeks / annual leave weeks.**

****If you are absent from practice, please ensure you select AA or UA for the relevant day(s).**

Add Week

Discard

Save

NB: The hours recorded in the example above are for guidance only and may not reflect the actual hours that you may be allocated on your placement shifts.

Declaration

Total number of practice hours completed: **30H**
Total number of practice related activity hours completed: **7H 30M**

Total hours: **37H 30M**

Total number of night shifts completed: **0** Calculate
Total number of night shift hours completed: **0H 00M**

I declare that this form accurately represents the student's practice hours during the stated period.
Please note: The signatures below should only be added at the end of the placement when all weeks have been completed and signed off.

Student Signature:

Add Signature

Date Signed:

Unsigned

Named Mentor Signature:

Weeks must be signed off first

Date Signed:

Unsigned

Unsigned weeks will not be included in the **Total hours** calculation.

At the end of your placement please check that your mentor has signed the **Declaration** section at the bottom of your timesheet. **Your timesheet cannot be processed as completed until the mentor has signed this section.**

The mentor must sign the **Declaration** section via their own login. The system will not allow them to sign this section via your student login.

Timesheet

Timesheet Guidelines

- The student is responsible for ensuring this record is completed and submitted to Faculty
- Students **MUST NOT** exceed 48 hours (including study days)
- Do not include break and lunch times in completed hours
- The named mentor/educator/practice Supervisor must sign to confirm the student's practice hours completed at the end of each week
- N.B.** It is the named mentor/educator/supervisor's responsibility to confirm the overall practice hours completed at the end of the placement, which can be found at the bottom of the page

[See more details >](#)

Video Help Guide

Watch Video

Online PDF Guide

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Hours Overview

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Placement Details

Student name: UoM Nursing Student	Cohort: APR_14	Module No: TEST123
Placement: PARE Hospital - A&E	Date: 09/01/2018 → 23/01/2018	
Named Mentor: Test PAN Mentor	Named Mentor Email: panmentor123@onlinepare.net	
Total hours on placement: 37H 30M	Download timesheet as PDF	

To access an overview of the required practice hours for each semester, simply click on the **Hours Overview** button located at the top of your timesheet.